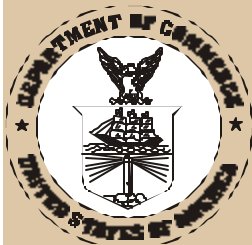


Security...matters!



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Security...matters is a publication produced by the employees in the Office of Security. The goals of the newsletter are: share information about the different programs, activities, and personnel within the Department of Commerce and Office of Security; and to foster an effective security awareness environment throughout the Department.

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Employment Suitability and National Security Determinations

By: Gordon Fields, DOC/Office of General Counsel

The President has prescribed regulations for admitting individuals into the civil service and determining the fitness of applicants as to character and ability. Under this authority, the Office of Personnel Management (OPM) has issued regulations governing investigations into an individual's character in order to determine whether the individual is suitable for employment in a particular position with an executive agency. See 5 C.F.R. Part 731. Employment suitability determinations are distinct from national security determinations, which focus on eligibility for assignment to, or retention in, sensitive national security positions, and are made under the authority of Executive Order 10450 (1953) as amended by Executive Order 12968 (1995). See 5 C.F.R. Part 732. This article describes the difference between the two types of determinations.

Employment Suitability Determinations

OPM regulations provide for the investigation of applicants for, and appointees to, positions in the competitive service, and for career appointments in the Senior Executive Service, in order to determine their suitability for employment. According to these regulations, suitability determinations are based on an individual's character or conduct which may jeopardize the agency's accomplishment of its responsibilities or which may interfere or prevent the individual's efficient and effective service in a position. When making a suitability determination, the following reasons may be considered a basis for finding a person unsuitable: a prior employment history of misconduct or negligence; criminal or dishonest conduct related to the duties to be assigned; intentional false statements in examination or appointment; alcohol abuse of a nature and duration which

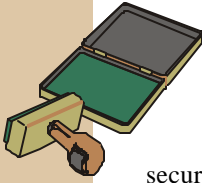
suggests that the applicant or appointee would be prevented from performing the duties of the position; or illegal use of drugs. Factors which may be considered in the suitability determination include the following: the kind of position including the degree of public trust and risk in the position; the nature, seriousness and recentness of the conduct at issue; the age of the individual at the time of the conduct; the circumstances surrounding the conduct; and the presence or absence of rehabilitation or efforts toward rehabilitation.

"Employment suitability determinations are distinct from national security determinations."

Adjudication of suitability determinations are conducted either by OPM or by a Federal agency under a delegation from OPM. Applicants and appointees are provided notice and an opportunity to respond to negative suitability determinations and can appeal to the Merit Systems Protection Board (MSPB). A review of appeals to

the MSPB indicates that, generally, the MSPB has held that intentional misrepresentations in application documents raise serious doubts regarding an individual's honesty and fitness for employment and are sufficient to support a negative suitability determination even where only one incident of falsification is at issue. For example, failure to include prior arrest and conviction for public intoxication or failure to include previous firing from a job may be valid grounds for declaring a person unsuitable for Federal employment. If an applicant or employee appeals from a Federal agency's negative suitability determination to the MSPB, the Federal agency must prove the charges by a preponderance of the evidence and that the negative suitability determination promotes the efficacy of the service.

(Continued on Next Page)



Employment Suitability and National Security Determinations

(continued from page 1)

National Security Determinations

In contrast to the above, national security determinations are used to determine whether an individual should be granted a security clearance that would allow access to various levels of national security information. Positions which require security clearances include those which are concerned with the protection of the Nation from foreign aggression, including development of defense plans, and intelligence activities, and those which require use of classified information. The positions may be found in the competitive service, excepted service, or Senior Executive Service. Federal agencies may designate positions requiring security clearances as Special-Sensitive, Critical-Sensitive, or Noncritical-Sensitive depending upon the degree to which the occupant of the position could bring about, by virtue of the nature of the position, a material adverse effect on the national security. The incumbent of each position designated as Special-Sensitive or Critical-Sensitive is subject to reinvestigation every five years.

When a Federal agency makes an adjudicative decision to revoke or deny a security clearance, the applicant or occupant of the position requiring a security clearance must be provided, at a minimum, with notice of the specific reasons, an opportunity to respond, and notice of any internal appeal rights. However, the courts have recognized that the denial or revocation of a security clearance is not appealable beyond the Federal agency and that the MSPB may not look into the reasons for the Federal agency having taken such an action. Additionally, if a security clearance is denied or revoked, it may constitute sufficient reason to deny an appointment or remove an employee when the position requires a security clearance.

New Day at the U.S. Patent & Trademark Office (U.S.PTO)

By: Calib Garland, U.S. PTO Security

The Patent and Trademark Efficiency Act was enacted on November 29, 1999, making the United States Patent and Trademark Office (U.S. PTO) an agency of the United States within the U.S. Department of Commerce, effective March 29, 2000.

As a result of this landmark legislation, the U.S. PTO becomes only the second Performance Base Organization (PBO) in the Federal Government. What was formerly the Commissioner of the U.S. PTO now becomes the Under Secretary of Commerce for Intellectual Property and Director of the U.S. PTO. This official is responsible for providing policy direction and management supervision for the U.S. PTO, the issuance of patents and the registration of trademarks. In essence the U.S. PTO is an autonomous agency.

What does this mean for the Office of Security?

All OSY employees who were assigned to the PTO Security function were reassigned to the U.S. PTO on March 29, 2000. The new U.S.PTO Security Office reports directly to the Office of Administrative Services vice the Deputy Assistant Secretary for Security. The new "U.S. PTO Security Office" will be responsible for the delivery of all security services that have been previously provided for by the Department.

As we accept the new challenge, we look forward to a great working relationship with the Department and have every intention of remaining part of the Commerce security family, albeit now as a "cousin" instead of a "sibling." We would be remiss if we didn't thank all of OSY who have assisted us in our on-going transition to a "stand alone" office. THANKS.

OSY Inaugurates New Web Page: <http://www.doc.gov/osy>

By: Corey Law, Office of Security, HQ

The Office of Security (OSY) recently established "web presence" by launching a Web Page. This page contains information about regulations and policies governing security management at the Department of Commerce and provides a directory of services offered by OSY. We plan to continue developing our web page to meet the changing security-related needs of DOC employees and those conducting business with the Department. It is our intent to use the page as a vehicle for customers, to request services, and report incidents from any Commerce facility. You can visit us directly at www.doc.gov/osy, or find us from the Department of Commerce Home Page at www.doc.gov. We welcome your comments and suggestions for additional features or improvements. We request that these be directed to Corey Law at Claw@doc.gov.



OSY Office of Security Compliance Report on the NOAA Counter-terrorism Assessment Project

By: Michael Stephens, Office of Security, HQ

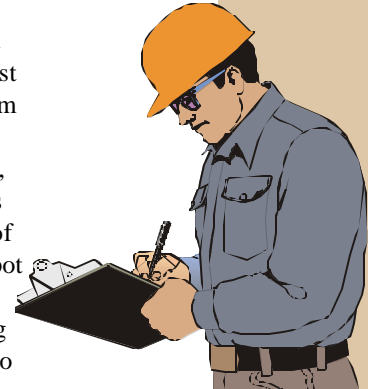
As the Office of Security (OSY), Newsletter goes to print, the OSY Compliance team is putting the finishing touches on the final report to Deputy Assistant Secretary Holmes and the National Oceanographic and Atmospheric Administration (NOAA) on the results of the nationwide Department of Justice (DOJ) Counterterrorism (CT) assessment of NOAA facilities. The project nicknamed the NOAA Facilities Assessment Project (NFAP), turned out to be a great success. Not only for the OSY, but also for the NOAA facilities themselves. The project was designed to do three things: first, identify NOAA facilities that were compliant with DOJ CT standards; second, establish which NOAA facilities were not compliant with the DOJ standards; and third, provide NOAA and OSY with an assessment of what was left to do, and an estimate of how much it would cost, ultimately bringing the NOAA CT program to a close. Beginning in March the OSY Regional Security Officers at each Area Support Center (ASC) were asked to compile a list of all known non-compliant locations within their ASC areas of responsibility. A total of nine locations were identified as non-compliant nationwide. As an added security measure, NOAA facilities management developed a computer-generated list of 60 compliant facilities that would receive a spot check to verify

their status as compliant (trust, but verify). Then, beginning on the first of April 2000, OSY personnel from Security Operations, NOAA Security, and Security Compliance, spread out across the United States to assess and survey the final list of 69 NOAA facilities. Within the spot checks only one location was assessed as non-compliant. During the survey phase of the operation to determine what was required to bring

the remaining 10 facilities into compliance, OSY personnel worked around the clock and through weekends to accomplish the nationwide mission. The ASC and their personnel who have worked since 1996 to meet the DOJ standards can be proud to know that the NFAP validates that their work has finally accomplished its goal. With the presentation of the final NFAP report, the NOAA DOJ

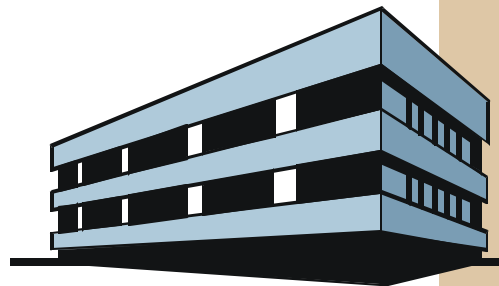
CT upgrade program will have completed its mission. A round of thanks and applause is owed to all DOC personnel who participated in the project, including the ASC personnel who provided services and hospitality to the OSY survey teams while at their offices.

"A round of thanks and applause is owed to all DOC personnel who participated in the project, including those facility personnel who provided services and hospitality to the OSY survey teams while at their facilities."



Office of Security

*Words of Wisdom:
Safety: "He that's secure is not safe."
Benjamin Franklin*



ACROSS
1. Cold War 2. Top Secret 3. Risk 4. SCIF (Sensitive Compartment Information Facility) 5. Breach
6. Nine (9) 7. OADR Originating Agency Determination Required 8. ISOO (Information Security Oversight Office)
9. Virus Scan 10. NATO 11. Clearance 2. Security 13. Cryptography
DOWN
1. Combination 2. Soviet 3. Rosenbergs 4. Counterintelligence 5. Declassified 6. Reinvestigation
7. DISCO (Defense Industrial Security Clearance office) 8. Nondisclosure 9. Suitability 10. NSA (National Security Agency) 11. Adjudication

"NO MORE NEGATIVE THOUGHTS, PLEASE!"

By: Stan Miller, Jeffersonville, Indiana

Having an occasion recently to speak with someone on the telephone that I had never met resurrected an old, gnawing sensation that over the years I have attempted to suppress - people react to SECURITY in a negative way!

The situation occurred when I called someone in another building to arrange a meeting. The person called was not in, and when I asked to leave a message, the person who answered sighed with relief, "Whew, I thought you were calling me," they said. When I asked them why they were relieved that my call was not for them, the party said, "Well, I thought I had done something wrong, like park my car in the wrong place." My reply was something like, "You shouldn't always think about SECURITY in a negative context. For instance, what if I had been calling to let you know that your car lights were on. That would have been a very helpful call."

The reply, "SECURITY usually calls because there is something wrong." H'mm, a negative impression. Having heard those sentiments before, I reflected on the emphasis we place on customer service, and then questioned whether our actions, words, or gestures are sometimes the catalyst for our negative image. Do we actually provoke negative thoughts? When we ask someone to come "down" to SECURITY, we paint a mental picture analogous of going to the principal's office. That image doesn't go far in a true customer service environment.

One day after listening to a barrage of complaints, criticisms, and negative expressions, I thought how out-of-balance our positive/negative thought continuum must be if criticism outweighs compliment.

I think most of us are in agreement that we hear far more negative than positive thoughts. And, it seems, despite emphasis, training, and inclusion in our mission statement, the only one getting rich on the formula of a "positive" service image is in direct proportion to the "quality of customer service," - the inspiration evangelists.

I think there are four conditioned stages that evolve as we are exposed to negative thinking.

(1) We accept negative thinking as part of our job, particularly since SECURITY is a service organization. By the very nature of our business we must enforce rules, maintain order, and become involved in less than pleasant aspects of the work place. We expect, receive, and tolerate negative thoughts about our profession. We need to adjust our attitudes to recover at this stage.

(2) The "fuel to the fire" syndrome, where we actually engage in negative thought proliferation itself. Heaven forbid that we appear disagreeable by trying to convert a negative thought into a positive thought through explanation, clarification, or a display of genuine sincerity. With a little self-administered therapy, we can still recover from this stage.

(3) We either don't want to believe it or we do not recognize a negative thought when one is expressed in our presence. Both conditions may exist because we are thinking the same thought, and therefore, do not consider the thought negative whatsoever. At this stage, we are slipping far into the abyss, and recovery is circumspect.

(4) We have heard so many negative expressions for so long that we have developed a tolerance or indifference to the negative, and may actually prefer the negative to the positive. Self-reinvention may be the only cure.

In the Office of Security at the National Processing Center (NPC) in Jeffersonville, Indiana there is a concerted effort to convert negative thoughts into positive actions. The prescription is rather simplistic. First, recognize the negative and search for something positive. Second, think in positive terms. Third, consciously suppress negative thinking to the point where the subconscious transforms you into an optimist. Now, this does not "just happen." At NPC, the Office of Security invoked humor into the process. A "Negative Thought Fund" was created. Security employees who utter negative thoughts are assessed a \$.25 cent penalty. Enforcement is vested with a Security Assistant who acts as the Sheriff of Cynicism and Negative Thought Control (SCNTC). *(Continued on Next Page)*



"No Negative Thoughts, Please!"

(continued from page 4)

Appellate powers are vested with the "judge," who is actually the second shift console operator.

While there obviously is humor in this remedy, it has proven to be an effective process. And, there is no immunity. During a February 2000 visit by the Assistant Director for Field Operations, even he was caught "red-lipped" expressing a negative thought, he paid on the spot! The Negative Thought Fund collected \$16.41 during the first quarter of 2000. The odd amount is inexplicable. It could be attributed to a thought that was borderline "negative" and the penalty was .16 cents or maybe someone made a contribution in advance knowing that eventually they would express a negative thought, get caught, and be fined.

While humor is pervasive in both this write-up and the "FUNd," just think of the opportunities missed to convert those sixty-five + negative thoughts into positive actions. There should be no limit to quality customer service.

Ask yourself, "Do you practice total quality service every day in every way?" If not, deposit your quarter and re-engineer your thinking...



Words of Wisdom:

Success: *"Success is the sum of small efforts, repeated day in and day out..."*
Robert Collier



Eastern Regional Security Office Relocation Effort

By: Carroll Ward, Norfolk, Virginia

The Eastern Regional Security Office (ERSO) will be moving to the Norfolk Federal Building in November/December 2000 time frame. This GSA requirement came as a result of the completion of the renovation of the Norfolk Federal Building and the abundance of unoccupied office space at that location. The Eastern Administrative Support Center will also be moving to the Norfolk Federal Building sometime in March 2001. The Norfolk Federal Building is located two blocks from our present location. Although our address will change, we shall maintain our same phone numbers. During the relocation phase we expect a short-term impact to our customers, but operations should be back to normal very quickly.

To ensure this relocation effort will go as smoothly as possible, we are looking for assistance from the OSY Information Technology (IT) team. It will be very important to ensure that the private network and Internet connection is ready to support the ERSO operation at the new location. In the next month I will be working with Edward McGuire (head of IT in our Washington DC office) to lay out the IT requirements for the new space. We will keep you informed on this effort as we get closer to the target date.

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"Bring Your Child to Work Day" is Celebrated

The Security Field Office at Census

By: Michael Mersch, Silver Spring, Maryland

On April 27, 2000, the EEO Office at the Bureau of the Census (BOC) sponsored a 'National Bring Your Child To Work Day' for employees and their children. The children were first treated to breakfast in the Census Bureau cafeteria, followed by Opening Ceremonies. The Opening Ceremonies included a greeting from Census Bureau Director Dr. Kenneth Pruitt, inspiring words and song from youth speaker Christopher Chiles, and entertainment from vocalist/educator Gylchris Sprauve. After the Opening Ceremonies, the children were treated to displays by various Census Bureau Offices. Most of the offices offered fun give-aways as well as valuable information concerning their involvement in daily BOC operations, including 2000 Decennial Census. Other offices, such as the Mail Room and Telecommunications Office/Network Operations Center, offered tours of their facilities. McGruff the Crime Dog and the DC United Mascot were also on hand to give the kids inspiration. Although the weather didn't fully cooperate, most of the outside activities continued as planned. The Federal Protective Service (FPS) and the United States Park Police were here in all their finery. The FPS showed the children their cruiser, motorcycle, bicycle, and K-9 Units. The U.S. Park Police were a big hit with their mounted police officers. During the afternoon Sunshine the Clown did a wonderful job settling the kids down with balloon animals, face painting and story telling. The festivities concluded with a movie in the auditorium during the afternoon. The Office of Security (OSY) BOC was a major participant in this event. Bernice Moore represented the Office of Security. Bernice coordinated many of the Security Office activities in preparing for this day. She made all of the necessary arrangements that included space, securing and moving the equipment needed to make the badges, obtaining the "give away" items, and arranging for outside organizations to participate in the event. The staff of the Badge and Key Room, Carol Harford, Karen Kissinger, James Scott, and Robert Lewis, did an excellent job keeping the children moving quickly through the line for their badges. There were lots of smiles and laughter as the staff nudged the children into happy faces for their

pictures. This is an event that OSY/BOC looks forward to participating in every year and it is the BIG hit for the children during "Bring Your Child to Work Day."

The Security Field Office at NOAA

By: Alan Milne, Suitland, Maryland

The Security Field Office at NOAA participated again this year in the "National Bring Your Child to Work Day" on April 27, 2000. Over 400 children visited NOAA facilities in Silver Spring, MD.

The Security Office created specially designed ID badges for the children participating in the activities. The ID badges commemorated 30 Years of Excellence at NOAA and provided each child with a unique souvenir of their participation in the program.

The Security Office arranged for a representative from the Montgomery County Police Department, Officer Tom Pecoraro, to speak to the children and their parents. Officer Pecoraro presented an entertaining, age appropriate personal safety briefing for the children. The youngsters eagerly participated in the question and answer session following the presentation. The Security Office also provided each child with safety pamphlets suitable for their ages. By all accounts it was a learning experience for all.

The day's activities were considered by all a rousing success. As one parent indicated it was the best "Bring Your Child to Work Day" ever. Another felt that NOAA had "...pulled out all the stops for this activity." The organizers expressed their appreciation to the OSY Security Field Office at NOAA in making the day such a success.



Travel Safety Tips

By: Stephen Brown, Office of Security, HQ

Summertime to many means a time for family vacations loaded with fun & frolic, rest & relaxation, or a venturesome voyage. Many a vacation has been ruined by criminal events or health issues. Don't let your well-planned and well-deserved vacation become spoiled. Before you travel the open roads to far-reaching beaches or embark to the airports, take some time to incorporate some personal protection measures into your plans. The following tips were gathered from "Office of Security" personnel and various Internet sources.

Sun Sense: Excessive exposure to the sun's ultraviolet (UV) radiation may cause skin cancer. It is important to be aware of the UV Index before engaging in outdoor activities. The higher the Index number, the greater the level of radiation and subsequent risk to your skin. Some basic precautions include the use of a sun screen with a Sun Protection Factor of at least 15, wearing a wide-brimmed hat, long-sleeved shirt and long pants. Eye protection is especially important, as excessive UV radiation is harmful to your eyes. So, wearing a good pair of sunglasses that have UV protection is essential.



Cash Careful: Losing your money on vacation will surely put a stop to your fun or cause an early return home. Stay alert of your surroundings, never advertise your plans, travel routes, or the amount of money you are carrying. Never carry large amounts of cash, use travelers' checks. If you must carry cash only carry the amount you will need and have it in small denominations. Maintain accurate records of your available and spent traveler's checks and cash, and keep a record of your credit card account numbers and all necessary telephone numbers in case you need to report them lost or stolen. Automated Teller Machines (ATM) are particularly attractive to criminals and should be used with extreme caution. Always practice good safety measures whenever using an ATM. Memorize your personal identification number (PIN), never write it on your ATM card, never tell it to anyone and never let anyone enter it for you. When possible use ATMs that you are familiar

with, and use those that are located inside banks, stores, malls and well-lighted areas. Beware of your surroundings. If you see any person or thing that is suspicious, cancel your transaction and go to another ATM. When at the ATM, use your body as a shield and always take time to count and put the money away. Never leave behind or deposit the receipt in adjacent trash receptacles. Retaining receipts and checking them against monthly bank statements is a measure that will assist in guarding against fraud.

Lodging Lookouts: Selecting safe accommodations and their usage is important in the enjoyment of your vacation. Before making arrangements, get recommendations from a reliable travel agent or auto club, and obtain guaranteed reservations, whenever possible. Choose lodging that has an electronic key system where the rooms are re-keyed after each guest. When checking in, ask for a room among the second and sixth floors. Rooms above ground level make a break-in from outside unlikely, and the room is still within reach of rescue equipment. Before completing your check-in, perform a security check of your room. Check that the door has a peephole, a deadbolt lock and a safety chain or latch that operates from inside. Make sure connecting doors are locked, windows or sliding doors are lockable, and check closets to ensure no one is hiding there. Never leave money, checks, credit cards, jewelry, airline tickets, or car keys in your room--take them with you. Use the hotel safe to store your extra valuables; and remember to get a receipt. Always use the door's peephole to identify anyone requesting entry. Only open the door if you are certain the person has a legitimate reason to enter your room. After settling in, take a moment to identify the most direct route from your room to the fire escape, nearest elevators, and telephone. Lastly, to keep others from overhearing, ask the clerk to write down your room number when checking in.

Sightseeing Savvy: Good planning on your part reduces the chances of becoming a victim. Before leaving your hotel review maps, tourist information guides, or ask the clerk for
(Continued on Next Page)

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Travel Safety Tips (continued from page 7)

directions to your destination as well as areas to avoid.

Looking lost may make you appear to be an easy target, while walking steadily and watchfully, communicates a sense of self-

confidence and purpose. If you get lost, find an open business and ask for directions. Stay on well-lit main streets and public areas. Dress conservatively, as you do not want to appear too affluent or touristy, and more appealing to thieves. Pickpockets love crowds so be aware of loud arguments or commotions that may be staged to distract you while your pocket is picked. Purses should have a secure clasp and it is best to keep it close to your body with one hand on the clasp. Wallets are best carried inside your coat or front pant pocket, and never in your rear pant pocket. For added protection, place a large rubber band around it to give it resistance if it is removed from your pocket. When using subways, avoid standing near train car doors, lessening your chance of being crowd or bumped by others. If you're jostled in a crowd, a pickpocket may be responsible. If your pocket is picked, yell out immediately to warn others. Don't be afraid to shout. Tell the train or bus operator, and request the police.

Motorist's Moderation: When renting a car, take some time to familiarizing yourself with the vehicle's safety equipment, including horn, hazard lights, windshield wipers, seat belts, and door locks, before leaving. Always review maps or directions to know how to reach your destination before departing. Whenever driving, keep your doors locked and windows rolled up and always have your car key ready when approaching the vehicle. Be alert to all persons near you. It is best to keep your vehicle in good working condition and maintain a good amount of gasoline in the tank at all times. Never pull off the road, even if a passing motorist tells you that something is wrong with your vehicle. In the event someone bumps you from behind, pull into the nearest open service station or well-lit public area and call the police. "Road-Rage" encounters are on the rise and you need to know to avoid eye contact, use your horn sparingly, and get out of their way, even if they are speeding. If someone is following you after the encounter, drive to a public place or the nearest police station. Do not pick up hitchhikers under any circumstances. Lastly, there are several ways to protect your vehicle and valuables when

traveling. Simply park in well lighted and busy areas; take your keys; keep windows rolled up; doors locked; use anti-theft devices; and take or lock all valuables in the trunk and out of sight. It is best to keep your car as visibly empty of valuables as anything you leave in plain view from spare change to CDs can tempt a thief. Never leave your vehicle's motor running, even for a minute to run into the store or your home. Above all else, always use your seat belt! Seat belt use saves 9,500 lives annually.

Safe and Happy Trails!

This article contains information derived from the following sources:

Allstate Insurance Co., <http://www.allstate.com>
Budget Rental Car, <http://www.drivebudget.com/tips/safetytips.html>

Fullerton California Police Department, <http://www.ci.fullerton.ca.us>

Metropolitan Police Department, Washington, D.C., <http://www.mpd.org>

The National Safety Council, <http://www.nsc.org>



Words of Wisdom:

Management: "Surround yourself with the best people you can find, delegate authority, and don't interfere."

Ronald Reagan

Foreign Travel Risks

By: Robert Hudson & Robert Stanley,
Office of Security, HQ

The risk of becoming an intelligence target increases significantly when you travel abroad. As a government employee you can become the target of a foreign intelligence or security service at any time in any country. The threat is not limited to the so-called “unfriendly” countries. Never think, “they wouldn’t dare risk something like that against me,” or “they have too much at stake.” Many countries take such risks, routinely, because the potential benefits are great, and more important, the risks are low. Even cabinet level officials and corporate executives have been assigned to hotel rooms which have been “bugged,” had their documents secretly photographed, or their laptop computers accessed clandestinely. Conversely, never think you are too low-ranking to be of interest to foreign intelligence. Office secretaries, file clerks and cleaning personnel are routinely targeted because they can often provide access to valuable information. Foreign government scrutiny of you may occur by design or chance for any of the following reasons.

- Having government, business, scientific, or technical information of potential value to a foreign government or a local industry.
- Having language fluency, relatives, or organizational affiliations in the country you are visiting.
- Associating with individuals who are involved with terrorism, narcotic trafficking, or other criminal activities.
- Having involvement in black-marketing activity.
- Being discovered by the host government with literature on your person or in your luggage that is banned or strictly controlled.
- Associating with individuals the host government identifies as political dissidents.

Any intelligence activities directed against you will usually be conducted in an unobtrusive and nonthreatening fashion. Here are some of the common methods that may be used.

Methods Assessment - Friendly discussions with local contacts who assess whether you have information of value and seek to identify any personal attitudes, beliefs, problems, or needs that could be exploitable.

Elicitation - A ploy whereby seemingly normal conversation is contrived to extract intelligence

information of value. The dangers posed by this technique is the fact that it, for the following reasons.

- Puts the traveler at ease to share information
- Is difficult to recognize as an intelligence technique
- Is easily deniable

Eavesdropping - The act of listening in on your conversations or other peoples’ conversations to gather information of value.

- Frequently done in social environments where attendees feel comfortable and secure, and therefore, are more likely to talk about themselves or their work.
- Frequent venues include restaurants, bars, and public transportation.
- Eavesdropping can occur in a radius of six to eight seats on public transportation or 10-12 feet in other settings.

Technical Eavesdropping - Use of audio and visual devices, usually concealed.

- Relatively cost efficient and low risk.
- Concealed devices can be installed in public and private facilities such as hotel rooms, restaurants, offices, and automobiles.

“Bag Operations” - Surreptitious entry into someone’s hotel room to steal, photograph, or photocopy documents; steal or copy magnetic media; or download data from laptop computers.

- Often conducted or condoned by host government intelligence or security services or by operatives for local corporations.
- Frequently done with cooperation of hotel staff.

Surveillance - Following you to determine your contacts and activities.

- Labor intensive if done correctly. Not usually done unless you are suspected of improper activity or a target of great interest.

Theft of Information -Stealing documents, briefcase, laptop or sensitive equipment.

- Laptop computers are especially vulnerable as they may contain a treasure-trove of information.



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Foreign Travel Risks

(continued from page 9)

- Theft of laptops from hotel rooms and while transiting airports is especially common.
- Foreign service has plausible denial, as the laptop may have been stolen

for the value of the laptop rather than value of the information it contained. You may never know whether the information was compromised or not.

Intercepting Electronic Communications -

Telephones, fax, telex, and computers can all be monitored electronically.

- You are particularly vulnerable while communicating to, from or within foreign countries, as most foreign telecommunications systems cooperate with their country's security service.
- Office, hotel, and portable telephones (including cellular) are key targets.

"As a government employee, you can become the target of a foreign intelligence or security service at any time in any country."

How to Protect Yourself -

Common sense and basic counterintelligence (CI) awareness can effectively protect you against foreign attempts to collect sensitive, proprietary, and other privileged information. A few tips are listed below.

- Arrange a pre-travel briefing from your security office.
- Maintain physical control of all sensitive documents or equipment at all times. Do not leave items that would be of value to a foreign intelligence service unattended in hotel rooms or stored in hotel safes.
- Limit sensitive discussions — hotel rooms or other public places are rarely suitable to discuss sensitive information.
- Do not use computer or facsimile equipment at foreign hotels or business centers for sensitive matters.
- Do not divulge information to anyone not authorized to hear it.
- Ignore or deflect intrusive inquiries or conversation about business or personal matters.
- Keep unwanted material until it can be disposed of securely. Burn or shred paper and cut floppy disks in pieces and discard.

- Keep your laptop computer as carry-on baggage — never check it with other luggage and, if possible, remove or control storage media.
- If secure communications equipment is accessible, use it to discuss business matters.
- Report any CI incident to the relevant U.S. Government agency and/or your local security office.

Travelers can review information available at the Department of State Web Site. The web address is <http://travel.state.gov/>. This site includes valuable information for overseas travelers.

Foreign Travel Briefings - Regional (at operating units) and Collateral Security Officers (within bureaus) are required to conduct annual

foreign travel briefings for employees to cover security issues, personal safety issues, and reporting requirements associated with traveling abroad. Persons granted access to Sensitive Compartmented Information (SCI), Restricted Data (RD), and Formerly Restricted Data (FRD) incur a

special security obligation. SCI indoctrinated persons and individuals with Department of Energy (DOE) access authorizations who are in an official or unofficial travel status must:

- Submit an advance itinerary (10 days in advance for SCI and 30 days in advance for DOE access authorizations), to the Office of Security (OSY), with details as best known.
- Prior to travel, satisfy the annual Defensive Security Briefing requirements described above, and attend any other specialized briefing determined to be necessary by OSY.
- Immediately contact the nearest U.S. Diplomatic facility if you are detained or subjected to harassment or provocation while traveling.
- On return from travel, report to the Regional or Collateral Security Officer who will further report to OSY headquarters any unusual incident including incidents of potential concern encountered during such travel.



RECOGNITION...

matters! SALUTE:

Career Advancement - Upward Mobility

Brian Fleenor - March - Security Guard to Security Assistant

Kathy Newberry - March - Security Assistant to Security Specialist

Gail Washington - April - Security Assistant to Security Specialist

LaWanda Frager - April - Security Assistant to Computer Specialist

Second Quarter Peer Recognition Award

Recipients of these awards have been recognized by their peers for having demonstrated character or achievement related to the CFO/ASA's strategic plan and core values of customer service, teamwork, employee initiative, and risk taking.

Individual - Barbara Brown, Census Bureau, Jeffersonville, IN. Barbara is always helpful and compassionate in the customer service she gives. She services all security customers in a helpful, cheerful, and patient manner. She is a team player, always willing to teach and share with co-workers what she has learned. She studies manuals on her own time to expand her work knowledge on the computer and badge system. Ms. Brown helps in organizing the office, so everyone can work more efficiently. She works overtime to assure smooth operations with the access system. Barbara is a joy to work with, always pleasant and tactfully dealing with everyone.

Group - Office of Security (OSY) Timekeepers **Eartha Abraham, Diane Icenbice, Vanessa Greer, Sharon Lattimore, Stephanie Marshall, Vicky Nelson, Debra Rochner, and Bob Sheffar** The OSY Timekeepers are nominated for their outstanding teamwork and excellent customer service to OSY staff members. They work closely with the staff and with each other to ensure that OSY members are paid correctly, and on time. Their diligence, perseverance, and courteous manner in accurately recording employees time and attendance and resolving errors are highly commendable. They conscientiously adhere to all applicable Office of Personnel Management and departmental timekeeping regulations, policies, and practices for T&A and its inherent records maintenance.



Cash-In-A-Flash Awards:

(Special Performance)

Vanessa Greer OSY/HQ: Ms. Greer, with little notification, assumed responsibility for the T&A program of all personnel assigned to Security Operations. Ms. Greer immediately took control, reviewed, and when required, completed an audit for each account to establish the correct amount of Annual and Sick Leave deficiencies to bring the T&A accounts up-to-date and accurate.

Robert Stanley OSY/HQ: Mr. Stanley established a professional relationship with the Central Intelligence Agency (CIA) Adjudication Branch to provide a timely response which had not previously existed. Mr. Stanley, through his people skills and dedication to duty established a professional relationship with the CIA that enabled open communication which has provided for priority processing of actions required by the Department of Commerce in meeting its responsibilities in the Sensitive Compartmented Information (SCI) arena. Mr. Stanley has always gone that one step further to ensure that the mission of the Department was not hindered.

Bernice Moore OSY/Census:

Bernice Moore demonstrated exceptional leadership ability during the "Bring Your Child to Work Day" event. Acting as the Office of Security, (OSY) Bureau of the Census Representative, she completed numerous tasks such as: scheduling working hours, making room arrangements, securing proper equipment utilization, obtaining "give away" items, and coordinating participation of outside organizations. Her actions promoted the positive image of the OSY and contributed significantly to the success of the day.

Carol Harford, Karen Kissinger, Robert Lewis and James Scott OSY/Census:

Carol Harford, Karen Kissinger, Robert Lewis, and James Scott demonstrated outstanding resolve during the "Take Your Child to Work Day." They assisted in the Badging of 320 children. They reported to work early on their own initiative to set up the Badging system and ensured its continued operation throughout the day. Their actions promoted the positive image of the Office of Security and contributed significantly to the success of the day.

OSY Employee of the Quarter - Second

Quarter S.A. Dwight Perkins. The recipient of this award has been recognized by the

(Continued on Next Page)

Security...matters!

Office of Security



Recognition...*matters*

(continued from page 11)

management for their demonstration of character or achievement that best exemplifies OSY's mission and core values of integrity, professionalism, teamwork, self motivation and customer service. Throughout this quarter, S.A. Dwight Perkins has displayed a high degree of professionalism in handling a wide variety of assignments. His speciality has been that of lead investigator on those "hot button" and very sensitive investigations. Dwight met the challenge in these types of investigations, however unpleasant they proved to be. His investigations are conducted in a manner of the highest quality and in a true spirit of professionalism.



HAIL TO:

Norma Minks-Administrative Services Assistant, Administrative and Financial Management Division, OSY/HQ. Norma joined OSY

April 9, 2000, from the Herbert C. Hoover Building Office of Administrative Services. Norma has 36 years of prior Federal service, her first three were in Department of Defense's Office of the Surgeon General and the last 33 were within DOC's MBDA, NOAA, and the Office of the Secretary. Norma enjoys bluegrass music, reads murder mysteries, and engages in marathon shop-till-you-drop shopping sprees with her sister.

Raymond Law (A.K.A. Corey)-Computer Specialist and Webmaster, Info.Tech. Support Branch, OSY/HQ. Corey joined OSY on May 8, 2000, from the Center for Maritime Leadership. Corey enjoys the great outdoors through camping, hiking, backpacking and is a member of the Appalachian Mountain Club.

Donna Matthews, Worker Trainee, OSY at the Census Bureau, Suitland, MD. Donna joined OSY on May 8, 2000, with five years of retail and customer service management experience. Donna, her three girls and one boy love to go together to the movies and malls. Donna has a passion for cooking, she regularly competes with her sisters in Family Cook-Offs.

Terry Warfield, Program Manager, Security Operations Division, OSY/HQ. Terry joined OSY on May 22, 2000, and brought with him 25 years of U.S. Secret Service experience. Terry is often found on a baseball field coaching high school kids for the Fall League.

Raschell Jones, Security Assistant, OSY at NOAA Silver Spring. Raschell joined OSY on February 28, 2000, and brings with her seven years of experience from the Department of Agriculture. Raschell is an aspiring artist, who loves to draw and sketch fictional people and scenes. She enjoys shopping and playing with her dachshund dog.

FAREWELL:



Yumiko Finch- I.T. Analyst, I.T. Support Branch, left OSY in April to enjoy a well earned sabbatical.

FAMILY...*matters!*

Congratulations and Best Wishes go to S.A.

Todd Burkes (OSY/HQ)

and his new bride, the former Miss Brenna Wright. Todd and Brenna were joined in marriage on April 29, 2000.

Congratulations Todd and Brenna!



Congratulations goes to William F. Prochownik, III, son of Security Specialist **Jeanne Prochownik** (OSY at Census Bureau). William graduated from Calvert High School on May 24, 2000. He will be attending college in the Fall, working towards a degree in Criminal Justice. Congratulations William!

Congratulations goes to Nicole Nelson, daughter of Security Assistant **Vicky Nelson** (OSY/HQ), who on June 5 was inducted into the National Honor Society at Potomac Senior High School, Woodbridge, VA. Nicole was also accepted by Tuskegee University to participate in a Pre-College Summer Program in Veterinarian medicine. Congratulations Nicole!

Let's help out **Therene Hebron**, Security Assistant (OSY at NIST, Gaithersburg). She has been approved as a leave donor recipient. Therene's young daughter, Elisha, requires intensive medical care for a disabling condition. All OSY employees are permitted to donate leave to help Therene. The point of contact for making donations is Lois Anderson, Department of Commerce Office of Human Resources, Room 5204, Herbert C. Hoover Building, mail stop H5001, 14th Street and Constitution Avenue, N.W., Washington, DC 20230, phone 202.482.5259. Thank you.

The Exploits of Agent Nickels

INSTALLMENT #3

By: Mike Stephens, OSY/HQ

As we left Agent Nickels in the last episode, he was just finishing work at CENSUS on a criminal case and heading home for what was to be some well deserved rest.

Agent Nickels did get some rest, and it took the form of a golf vacation to Miami, Florida, with his wife. Even though he was far away from the office and the HCHB, his mind would ultimately turn back to something left undone, or to some issue he had left in the office. He was just in that very thought process when his wife walked up to him, on the green they were playing, to see if he was still in the game with her. "Are you going to hit the ball, or are you someplace else, dear?" she said with frustration. She knew where he was, mentally at work. One of the many innovations OSY had, was their development of a WEB page and a WEB-based access portal to the OSY office LAN accounts. Through this innovation Nickels could stay in touch with goings on in the office and keep up with ongoing cases he was working. This system paid big dividends mainly during fieldwork, but it helped to ease the void between daily work and the sudden vacation too. On more than one occasion, Nickels and his fellow OSY Agents had been able to save time, keep ahead of the game, and provide real-time data to DAS Holmes and the Secretary, with access to the DOC LANs from any location worldwide. Other innovations on the horizon were cell phones with E-mail capability, two-way radio watches with e-mail and phone. But Nickels was determined to enjoy this week of golf with his wife and really relax. He had to log on in the late afternoon to get any updates on the status of a GSA sponsored plan to develop a comprehensive Federal Threat Alert status for all U.S. Government facilities. He had been in on the initial



planning with GSA, and did not want it to get off track or become bogged down in a committee someplace. Nickels told himself he would just check on that issue at around 4:00 P.M. today, and then he would make reservations for him and his wife at the Tides Restaurant for 7:00 P.M. They would have a great dinner, then maybe a moonlight cruise on Biscayne Bay. Why not? As the evening cruise boat was approaching the dock, Nickels and his wife were still on the bow. All of a sudden, out of nowhere a NOAA pontoon plane struck the water nose first, just missing the bow of the boat. The impact of the plane sent a geyser of water over the bow of the boat nearly knocking both Nickels and his wife overboard. As soon as Nickels was sure his wife was fine, he called for the Captain of the boat to stop, he then grabbed a life preserver, took off his shoes, and dove in toward the half submerged

aircraft. At 11:30 P.M. it was dark, but light was good in the immediate area due to the big flood lights at the dock nearby. Two men, also aboard the boat, followed Nickels into the water; one brought a coil of line tied to the boat so the plane could be secured from sinking any further. As Nickels reached the cockpit door he could see two people strapped to the seats in the front of the plane, they looked unconscious and water was rising fast in the cockpit.

(The exploits of Agent Nickels as he fights crime and maintains security at Commerce will be continued in the next newsletter. Submission of additional installments is encouraged from all areas of OSY. This fun and interesting story is designed to act as a showcase for new security ideas and concepts, which may benefit all of OSY.)

Words of Wisdom:

Service: "Always do more than is required of you."

George S. Patton

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Office of Security

Security Crossword Puzzle

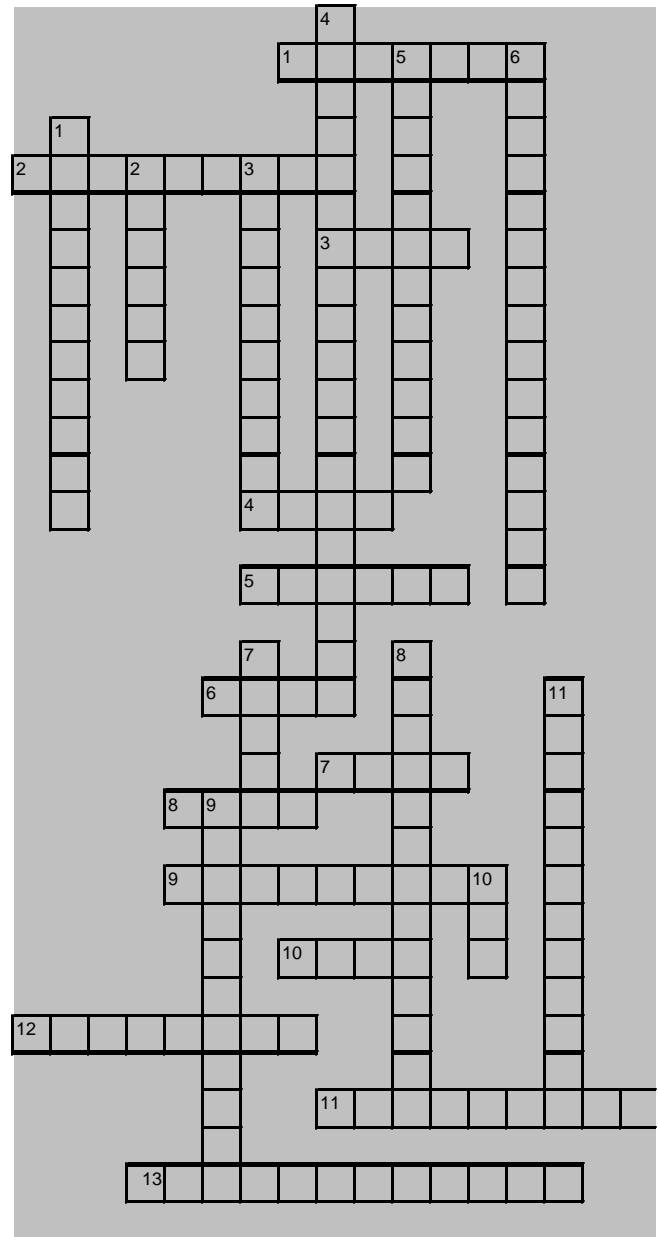
By: Alarie Shyllon, OSY/HQ

ACROSS

- 1 The Yalta Conference started this period of Conflict.
- 2 Class of information that can cause grave damage to national security.
- 3 Assessment of threat and vulnerabilities against appropriate security measures.
- 4 Highly secured room (acronym).
- 5 Penetration of Security Controls.
- 6 Number of 25-year exemption categories.
- 7 An acronym for Indefinite Duration of Classification that is no longer authorized.
- 8 This agency will see "your" agency if the classified is not right (acronym).
- 9 A diagnosis tool used to detect PC influenza.
- 10 Post WWII alliance of 12 independent nations.
- 11 Authorized access to classified information.
- 12 Another word for Protection and Defense.
- 13 The science of deciphering coded messages.

DOWN

- 1 Should always be "memorized."
- 2 The Cold War ended with the fall of the ___ Union.
- 3 Famous couple tried and convicted in 1951, under the Espionage Act of 1917.
- 4 Combats espionage.
- 5 A secret no more.
- 6 Access to Top Secret material requires one every 5 years.
- 7 Prior acronym for the contracting security office.
- 8 Life long agreement between you and the U.S. Government.
- 9 A person's character, reputation, trustworthiness for employment.
- 10 United States cryptologic agency (acronym).
- 11 Process for all "personnel" who require suitability determination.



You will find the Answers on page 3

OSY Family BBQ

Date: Saturday, September 23, 2000 Time: 10:00 A.M. - 4:00 P.M.
 Location: Andrews Air Force Base, Base Lake. Happenings: Games, Entertainment, Food and Beverages
 Costs: \$10 per Family (immediate members), Couples or OSY Member w/ Significant Other.

Teams will be formed to head-up the Recreational Activities, the Entertainment, the Food/Beverage and the Clean-Up details. Tickets, directions and maps are now available. Please mark your calendars for this fun filled event.

Kindly contact any of these OSY Family Members if you plan to attend and/or wish to volunteer for one of the teams, Vicky Nelson 202-482-6265, Carla Fisher 202-482-3132, and Jonica Barden 202-482-4360, Carol Berger 301- 713-1957 and Robert Stanley 202-482-3628.

From: K. David Holmes, Jr.
Deputy Assistant Secretary for Security

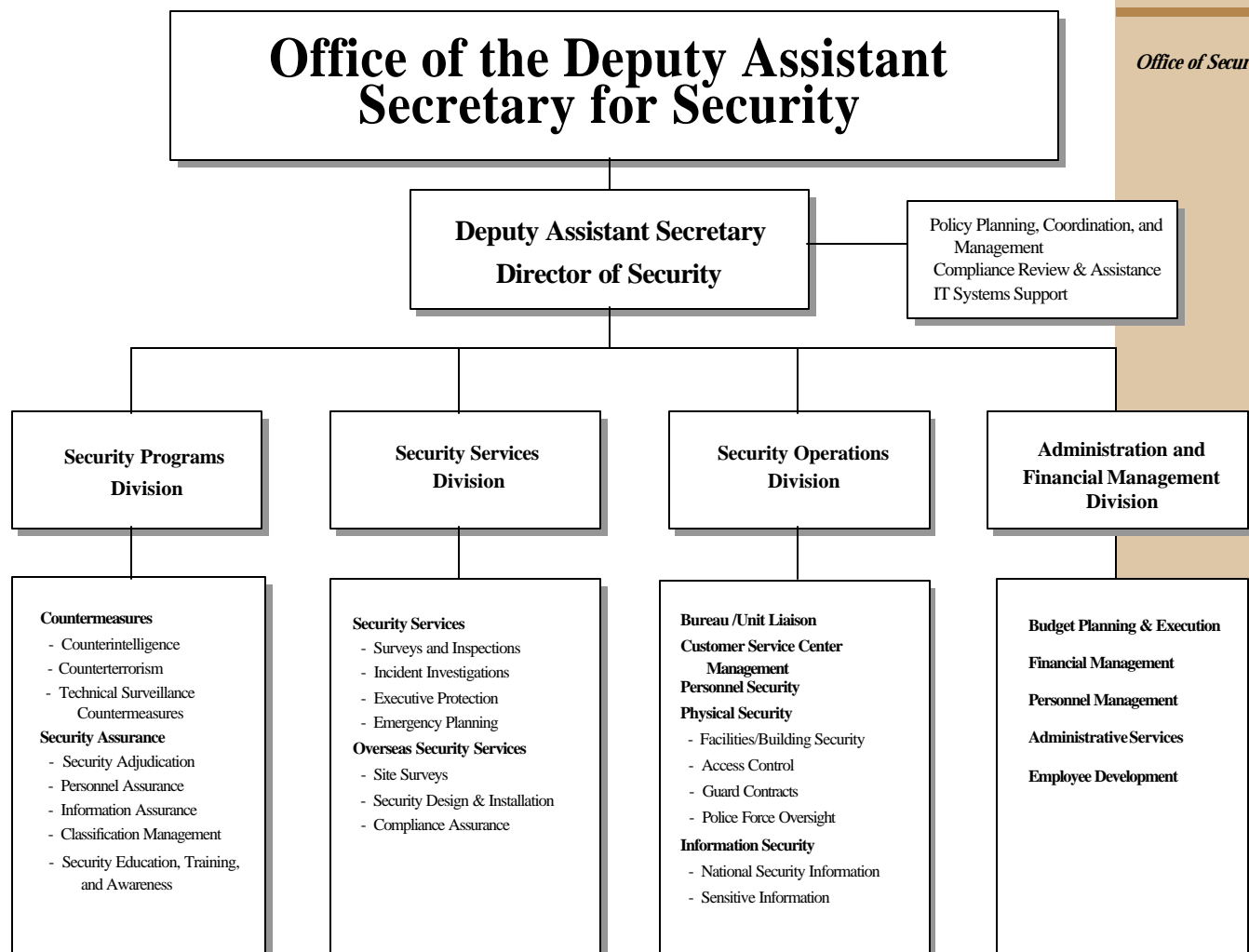
Subject: Office of Security Personnel Mobility Initiative

Date: August 3, 2000

Following discussions with OSY Assistant Directors, Program Managers, HCHB and field employees, a number of changes are being made to the assignment of personnel within the Office of Security and to our organizational structure. These changes correspond to your observations and requests for clear lines of authority/communication and the need to incorporate managerial and employee accountability into our work processes. Further, a singular purpose of these changes is to increase the strength and capabilities of the Office of Security to better meet Departmental goals and objectives; increase employee depth and breadth of knowledge with respect to OSY security functions and responsibilities; and provide new challenges and opportunities for managers, supervisors, and employees.

As we approach the beginnings of a new fiscal year and a new administration, we trust these changes will energize the Office to reach new heights and will provide the best service to our customers, the employees of the Department of Commerce.

The following organizational chart communicates the realignment of functions and responsibilities:



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Office of Security

Security...*matters*

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Stephen Brown.
We reserve the right to edit articles.



SEND TO: